

Transit Manager's Handbook

Acronyms

Accessibility: Refers to the extent to which facilities are barrier-free and can be used by people with disabilities, including wheelchair users.

Americans with Disabilities Act: This Act passed by Congress in 1990, mandates equal opportunities for persons with disabilities in the areas of employment, transportation, housing and public accommodations. Under this Act, most transportation providers are obliged to purchase lift-equipped vehicles for their fixed-route services, and must assure "system-wide accessibility" of their demand-responsive services to persons with disabilities. For those persons unable to use fixed-route service by virtue of their disability, supplemental paratransit service must be provided.

Area Agency on Aging: The local entity that plans for services and advocates for the elderly within their communities, and administers provisions of the Older American Act.

Automatic Vehicle Location: A system that tracks the current location of fleet vehicles determined by geographic positioning using vehicles with communication equipment transmitted back to a central receiver. It is used to assist in dispatching, maintaining schedules, and reporting vehicle activities.

Breath Alcohol Technician (BAT): A person trained and certified to operate the evidential breath testing devices.

Capital Cost (CAP): The cost of equipment and facilities required to support transportation systems, vehicles, radios, shelters, etc., that have a useful life of more than one year. Any equipment purchased with federal or state capital funds is considered capital.

Code of Federal Regulations (CFR): An annual publication that contains all federal regulations currently in effect.

Commercial Driver's License (CDL): The standardized driver's license required of bus and heavy truck drivers in every state. CDLs were mandated by the federal government in the Commercial Motor Vehicle Safety Act of 1986.

Congestion Mitigation and Air Quality Program (CMAQ): A flexible funding program administered by the Federal Highway Administration (FHWA) that obligates funds to projects and programs that reduce harmful vehicle emissions.

Custody and Control Form (CCF) : A five-part carbonless form that must be used to document every urine collection required by the DOT drug-testing program. The form is usually part of the urine collection kits provided by a collection site.

Department of Energy (DOE): A cabinet-level federal agency whose

responsibilities include improving the energy efficiency of transportation.

Department of Health and Human Services (DHHS): A cabinet-level federal agency that provides funds for many specialized transportation services in urbanized and rural areas as part of the social service programs.

Department of Labor (DOL): A cabinet-level federal agency whose responsibilities include waivers of the labor protection provisions of Section 13(c) of the Federal Transportation Act of 1964, as amended.

Department of Transportation (DOT): A cabinet-level federal agency responsible for the planning, safety, and system and technology development of national transportation, including highways, transit, aircraft, and ports. The state department of transportation is referred to as Iowa DOT.

Disadvantaged Business Enterprise (DBE): A for-profit small business concern that is at least 51% owned by an individual who is both socially and economically disadvantaged and whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it.

Environmental Impact Statement (EIS): A comprehensive study of likely environmental impacts resulting from major federally-assisted projects; statements are required by the National Environmental Policy Act (NEPA).

Environmental Protection Agency (EPA): An independent federal agency in the executive branch whose responsibilities include development and enforcement of national air quality emission standards and support of antipollution activities by state and local governments.

F.O.B. (Free on Board): Indicates when the title of goods transfers from seller to buyer. F.O.B. destination indicates the title transfers to buyer when the goods arrive at their destination.

Federal Communications Commission (FCC): A U.S. agency that has the responsibility of licensing and regulating radio communications, including those used in transportation facilities and vehicles.

Federal Fiscal Year (FFY): The federal fiscal year is from October 1 to September 30 of the next year.

Federal Highway Administration (FHWA): A component of the U.S. Department of Transportation, established to ensure development of an effective national road and highway transportation system. It assists states in constructing highways and roads and provides financial aid at the local level.

Federal Motor Carrier Safety Administration (FMCSA): A component of the US Department of Transportation responsible for ensuring motor carrier regulations are enforced and ensure the safety of motor carriers.

Federal Register (FR): The official public notice of government actions. It publishes all current Presidential proclamations and Executive Orders, as well as

federal agency regulations that have general applicability and legal effect. It is published five times a week.

Federal Transit Administration (FTA): The component of the U.S. Department of Transportation that regulates and helps fund public transportation within local communities. FTA provides financial assistance for capital, planning and operating costs and also sponsors research, training, technical assistance and demonstration programs.

Fiscal Year (FY): The State of Iowa's fiscal year is the twelve-month period beginning July 1 of one year and ending June 30 of the following year. The federal fiscal year is from October 1 to September 30 of the next year.

Intermodal Facility: A building that serves more than one form of transportation. For example, an intermodal building may provide facilities for a local transportation system, an intercity bus line, or a passenger rail line.

Intermodal Surface Transportation Efficiency Act (ISTEA): This 1991 act amended and extended legislation authorizing funding for highway, transit and other surface transportation programs.

Invitation for Bid (IFB): A competitive procurement solicitation method that requests bids for specified items.

Locally Determined Income (LDI): All transit system revenue dedicated for operations expense during a fiscal year, minus federal operating assistance from the U.S. Department of Transportation and minus all special project operating support and programmed eligibility funds received from the Iowa Department of Transportation.

Match: State and or local funds required by the federal government to complement federal funds for a project.

Medical Review Officer (MRO): A licensed physician responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with medical history, and any other relevant bio-medical information.

Metropolitan Planning Organization (MPO): The organization designated by the governor and local elected officials as responsible, together with the state, for transportation planning in an urbanized area.

Notice of Proposed Rule Making (NPRM): Proposed regulations published in the Federal Register.

Office in the Office of the Secretary (ODAPC): A US DOT office responsible for coordinating drug and alcohol testing program matters within the Department and providing information concerning the implementation of 49CFR Part 40.

Office of General Counsel (OGC): A US DOT office authorized to provide interpretations and written guidance

concerning 49 CFR Part 40.

Operating Cost (OP): All expenses associated with operation of the transit service. It includes such items as wages, salaries, fuel, maintenance, marketing, insurance, etc. It does not include planning, capital depreciation or capital costs.

Request for Proposal (RFP) : A competitive procurement method used when services cannot be precisely defined or price will not be the only evaluation factor

Request for Qualifications (RFQ): A competitive procurement method generally used in Architectural and Engineering procurements that involves price negotiations after a firm is selected on qualifications.

Rural Transit Assistance Program (RTAP) : FTA program that offers training materials, technical assistance, and other support services for rural transit systems.

Surface Transportation Program (STP): A program established under ISTEA that allows for the flexible use of selected FTA and FHWA grant programs and supports comprehensive transportation systems planning through metropolitan and statewide planning provisions.

Transit Vehicle Manufacturer (TVM): The manufacturer of vehicles used by FTA recipients for the primary purpose of public transportation.

Transportation Equity Act for the 21st Century (TEA-21): The Transportation reauthorization act for fiscal years 1998-2003.

Transportation Improvement Program (TIP) : A capital investment plan for transportation projects.

Transportation Security Administration (TSA): A component of the U.S. Department of Transportation established to administer all of the security and safety functions for the various transportation modes including aviation, mass transit, and rail.

Urbanized Area (UZA): An area designated by the Bureau of the Census containing a central city or cities and surrounding closely settled urban fringe (suburbs), which together have a population of 50,000 or more.